

**Minutes of the Public Works Committee
May 14, 2009**

Chair David Swan called the meeting to order at 8:30 a.m.

Committee Members Present: County Board Supervisors David Swan (Chair), John Pledl, Peter Wolff (arrived at 9:15 a.m.), Pauline Jaske, Pamela Meyer, Walter Kolb (arrived at 9:35 a.m.). **Absent:** Supervisor Peter Gundrum.

Also Present: Legislative Policy Advisor Ann Olson, Legislative Associate Karen Phillips, Interim Public Works Director Allison Bussler, Parks and Land Use Director Dale Shaver, Parks Manager Duane Grimm, Business Manager Betsy Crosswaite, Transit Director Robert Johnson, Deputy Transit Director Andrew Johnson, Engineering Services Manager Gary Evans, Wisconsin Coach Lines V.P. Tom Dieckelman, Freeman Reporter Joe Petrie, Budget Specialist Linda Witkowski, Building Operations Manager Mark Keckeisen, Highway Operations Manager Peter Chladil, Senior Financial Analyst Bill Duckwitz.

Approve Minutes of April 28, 2009

MOTION: Pledl moved, second by Swan, to approve the minutes of April 28, 2009.

Motion carried 4-0.

Next Meeting Date

- May 28, 2009

Executive Committee Report of May 11, 2009

Swan reviewed the items discussed at the Executive Committee meeting of May 11, 2009:

- Consideration of Appeal of Certification of Debt for State Tax Refund Intercept
- Appointments
- Ordinances
- 2008 Year-End Capital Projects Update
- Committee Reports by Committee Chairs

Correspondence

- Swan passed around the Correspondence list from the 5-11-09 Executive Committee meeting. He stated requests for copies of any of the listed items should be directed to Phillips.

Reconsider Minutes of March 12, 2009

MOTION: Jaske moved, second by Meyer, to approve the minutes of March 12, 2009, as amended. Motion carried 4-0.

Review and Approve Bid Relative to the Menomonee Park Maintenance Building

Grimm explained that on May 5, 2009, Waukesha County accepted bids for the construction of the Menomonee Park Maintenance Building. There were fourteen bidders for the project with prices ranging from \$683,000 to \$529,000. All bidders have filed the proper documentation as required. The Capital Improvement Budget for this project was \$614,000.

Grimm stated the recommendation is to award the construction bid to the low bidder, J.H.

Hassinger of Menomonee Falls, for \$529,000. There will be some modifications to the contract specifications; the dumpster and fueling station locations must be flipped, which may incur only minor cost implications.

MOTION: Jaske moved, second by Meyer, to approve the bid by J.H. Hassinger of Menomonee Falls for \$529,000. Motion carried 4-0.

Pledl asked if the price is comparable to the cost of the Muskego maintenance building. Grimm stated that it is the same building but he does not have the cost comparison with him. Jaske asked Grimm to supply that information to the Committee members. Swan asked about the landscaping costs Grimm stated most of it is included ; the plants that need to be purchased would amount to less than \$1,000.

Swan inquired about the demolition of the old building. Grimm stated that would be a separate project to be budgeted in the future; however, it would not be a capital project. Grimm added that the new building would be located more toward the front of the park near the entrance where it will be more accessible.

Motion carried 4-0.

Presentation of the 2008 Waukesha County Transit System Financial & Statistical Report

Crosswaite presented an update on the 2008 budget regarding the increase in fuel costs. She stated that \$35,000 was returned to the fund balance because the fuel costs had decreased by the end of the year.

A. Johnson distributed a packet of schedules and route guides for all of the Waukesha County Transit System routes.

R. Johnson and A. Johnson reviewed the report titled *Waukesha County Transit System Financial and Statistical Report / Post-Audit December 2008*. The report was reviewed page by page as outlined:

- *Summary Financial Information: January – December 2008 Year to Date:* A. Johnson explained the pie chart titled *Year-to Date Operating Revenue & Assistance*. Waukesha County pays 21.3%; Operating Revenues (fare boxes) pays 25.6%; The Federal Transit Administration pays 11.5%; the State of Wisconsin pays 38.4%, and WETAP Grants pay 3.3%. No CMAQ Grants were received in 2008.

To answer Swan's question, the Waukesha County Transit System is above average in fare box revenues, according to the National Transit Database. Much of that type of information was provided by the internal audit done by the outside consultant last year.

Jaske questioned whether the total operating revenue had been overestimated. R. Johnson explained that variance is due to the fact that Route 351 was not implemented as planned, and there was a small decrease in ridership on Route 10. There was a change in the contractor, which usually results in a temporary drop in ridership.

- *2008 Waukesha County Transit System Statistics – December (Year to Date):* R. Johnson

noted the increase in total rides, up 0.7% to 718,084, and the rise in total rides/revenue hour, up 6.5% to 17.11. He noted that the minimum standard used to analyze a route is that there should be 10 passengers per bus hour on a suburban system. Waukesha County is at 17.11 on the system as a whole, which is very good. R. Johnson pointed out that a footnote should be added to state that administrative costs are not included in this table because they cannot be assigned to an individual route.

- *Ridership – Year End 2008:* R. Johnson explained the summary of ridership for the City of Waukesha system and the Waukesha County system. The total for both systems was about 1,560,000 rides taken in 2008, 718,084 of which were on the Waukesha County system.

R. Johnson continued with a review of the statistics for each of the following individual routes:

- Route 901/904/905 (Wisconsin Coach Lines)
- Route 906 (Wisconsin Coach Lines)
- Route 218 (Wisconsin Coach Lines)
- Route 10 Extension (Milwaukee County Transit)
- Route 79 (Milwaukee County Transit)

Wolff arrived at 9:15 a.m.

- 901 Paratransit (Curative/Transit Express) – R. Johnson noted there was a change of vendors in May. Though the statistics do not meet the minimum standard of revenue rides per hour, it is a mandated service.
- Route 1 (Waukesha Metro Transit)

Swan asked about the advertising being done on some of the buses. R. Johnson stated the advertising is carried on the 900-series route buses. Crosswaite stated Wisconsin Coach Lines has placed the Waukesha County Transit logo on the back of the buses. Bussler distributed a photo of the logo on the bus. She added that this would give attention to the fact that Waukesha County funds these routes, though they are operated by Waukesha Metro and Wisconsin Coach Lines. The ads were prompted by the recent transit audit finding that the Waukesha County Transit System was lacking an identity. Dieckelman said that Waukesha Coach Lines has also implemented advertising on several billboards throughout the area, which includes the Waukesha County Transit logo. They are also running an ad campaign on local television stations. A clip of the 30-second commercial was shown to the Committee members. Also noted was that Clear Channel is putting up bus shelters along Route 79 in Menomonee Falls. Waukesha County derives revenue from the advertising on the shelters.

Discuss Parks and Land Use and Public Works Coordination

Shaver distributed a handout titled *Parks and Land Use and Public Works Coordination Topics*. Bussler read the 2009 budget provision as follows: “The Department of Parks and Land Use and the Department of Public Works will explore efficiencies and service enhancements that can be gained by possibly cross training staff for improved service delivery”.

Bussler stated that focus groups were formed with staff from both departments to discuss the business entities and ways to improve service delivery and operations. She explained that there

are certain activities within the each department where there could be some duplication. Bussler stated that she and Shaver have been participating in the group discussions.

Shaver reviewed some of the topics to be discussed at the individual group meetings:

- Acquiring and tracking County lands
- Processes associated with design, bidding and construction of new buildings, facilities and removal of old structures
- Options for cross-training and providing assistance in administrative support services
- Use of County equipment and staff for snow removal and other County property ground management projects
- Use of County equipment and staff for maintenance of County buildings and tracking maintenance needs and completed work
- Procurement of County equipment to reduce duplication of equipment, use of County equipment and staff for the procurement and installation of signs
- PAVER management, bidding of pavement projects and use of County equipment and staff for pavement marking
- Use of County staff to inspect, evaluate and report on bridge inspections

Kolb arrived at 9:35 a.m.

Bussler stated that results of these meetings would be included in a report to the County Executive. All recommendations and possible changes will be presented to the appropriate County Board committees before any action is taken.

Chladil distributed a handout titled *County Work Priorities*. He stated that this handout outlines guidelines to be followed for all work performed by Counties on the State highways. This was done in an effort preserve the State budget and to achieve uniformity and consistency in the way Counties maintain State roads. He discussed the items as outlined in the handout and highlighted the following points:

- Pick-up litter only once per season - this does not include materials posing a safety hazard.
- No routine preventative maintenance – no crack sealing, patching, unless a safety hazard, at least for the duration of this year
- Mowing will be done only once a season, limited to one mower pass only. It has not been designated when this cutting should be done. Safety concerns arise from this issue. If there are complaints from constituents, they may be referred to Chladil.

Kolb asked whether the “Adopt-A-Highway” Program is still in effect. Chladil stated yes, it is still in effect. The volunteers pick up trash four times a year. The State has similar programs, but not along I-94 and I-43.

Chladil added that if any municipality wishes to mow more than once a season, they must do it at their own expense and must obtain a permit.

Energy Efficiency Conservation Block Grant Update

Shaver distributed a handout titled *U.S. Department of Energy – National Energy Technology Laboratory Recovery Act – Energy Efficiency and Conservation Block Grants*. In accordance

with the funding formula, Waukesha County has been allocated \$2,217,900. Shaver reviewed the list of *Eligible Activities* as outlined in the handout, such as renewable energy, energy conservation, geothermal, biomass, solar, etc.

Shaver explained that the grant application is due June 25, 2009; the allocation could be received as soon as August 2009. All funds must be committed within 18 months of the effective date of the award, and all funds must be expended within 36 months of the effective date of the award. If an Energy Efficiency Conservation Strategy is submitted with the application, up to 50% of the total allocation would be received upfront. Shaver said that Waukesha County would submit its Sustainability Plan for that purpose.

Shaver continued by explaining the use of funding for the establishment of revolving loan funds. He explained that in concept, a portion of the money would be used to create a revolving loan fund and form a partnership with business entities in the County. For example, if a business entity wanted to drive down their energy costs by upgrading lighting, the revolving loan fund would offer the business a loan to do the work. The loan would then be repaid based on the energy savings, or return on investment. Bussler said they are looking at developing a mentoring program, where large business would show the medium and small businesses how to develop their own energy saving projects.

Shaver stated that they are currently looking at possible energy conservation projects, and they would come back to the County Board with ordinance to appropriate a portion of this grant money into the 2009 Budget. Shaver and Bussler will continue to update the Committee as this project progresses.

Discuss American Recovery and Reinvestment Act Fund for Public Works Projects

Evans distributed a handout titled *Initial Selection of Projects for American Recovery and Reinvestment Act Federal Highway Administration Surface Transportation – Milwaukee Urbanized Area Funding*.

Bussler explained Waukesha County received about \$6.2 million in stimulus funds. She stated that the all projects of the projects included on the chart were previously planned and budgeted for. She stated that DOA would assist in determining how the cost savings would be implemented within the Public Works budget. No action by the Committee or County Board is needed to accept the money on behalf of Waukesha County; however this information being brought to the Committee today for informational purposes. The Federal government will send the money to the State, and the State will distribute the funds. Evans explained the State would oversee these projects, as usual with any Federal aid project. Bussler and Evans added that these projects were going to be funded entirely by levy; however, now they will be funded 100% by the stimulus funds.

Discussion continued with a review of the Waukesha County projects as listed on the handout. All of these projects would be built in 2010. Evans stated that the design phase and plan specifications for the paving projects would have to be upgraded to meet the WisDOT standards. Jaske commented that it sounds as if in the end, these projects will actually cost the taxpayers more than if they had been done by the County with our original plans. Bussler opined that Waukesha County's process is more streamlined and cost effective.

Evans distributed a handout titled *Safety and Signals 2008 thru 2009 – Budget Vs. Actual Cost*. Bussler explained that the cost of the Y and Kelsey project was budgeted at \$560,000, but it will cost \$800,000. It was originally planned that the road would be closed; however, it has since been determined that the road must remain open, resulting in a higher cost. She continued with a review of the projects as listed, noting that the Barker and North project is being moved out to next year (a stimulus fund project). As a result, the actual cost for remaining three projects will be \$740,000 under budget. Evans pointed out that two project titles (CTH Y and CTH M Intersection and CTH SR and CTH M Intersection) were inadvertently interchanged on the handout.

Evans recapped that typically, two road projects are done per year; however, in this case three would be done over two years because one project is very expensive.

Evans distributed a copy of the press release titled *Vrakas and Nelson Announce Proposal for Waukesha Bypass*. Bussler shared the information presented at the press conference held on May 12, 2009. Several issues would be brought forth for approval by the County Board in the near future, including the Memorandum of Understanding (MOU) and the Environmental Impact Statement. Bussler asked whether the June Public Works Committee meeting could be rescheduled to address an anticipated ordinance regarding the bypass project.

Future Meeting Date

After discussion by the Committee, the June 11 meeting was rescheduled to June 4, 2009.

MOTION: Wolff moved, second by Jaske to adjourn at 10:39 a.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff
Secretary